



## **POLICIES REQUIRED BY LAW or HIGHLY RECOMMENDED<sup>1</sup>** *(for use by Policy Governance<sup>®</sup> Boards)<sup>2</sup>*

*This resource is for informational purposes only and does not constitute legal advice.  
Specific questions should be referred to the school district's legal counsel.*

### **POLICIES REQUIRED BY LAW**

- √ State or federal law requires the district to have a policy on this subject and the law may direct some or all of the policy's content, as noted below
- Companion to legally required policy or regulation
- \* These policies comprise the legally required code of conduct and discipline for students
- ▼ Policies legally required to be adopted by the Board
- Policies not legally required to be adopted by the Board, but appears prudent or appropriate for the Board to do so

√ AC                      Nondiscrimination/Equal Opportunity  
29 U.S.C. § 621 *et seq.*, 29 U.S.C. § 701 *et seq.*, 42 U.S.C. § 12101 *et seq.*, 42 U.S.C. § 2000d, 42 U.S.C. § 2000e, 42 U.S.C. § 2000ff *et seq.*, 42 U.S.C. §§ 6101-6107, 34 C.F.R. Part 106, C.R.S. § 24-34-301 *et seq.*, C.R.S. § 24-34-401 *et seq.*, C.R.S. § 24-34-402.3(3)(a), C.R.S. § 22-1-143, C.R.S. § 24-34-402 *et seq.* **(must adopt policy that commits to nondiscrimination and directs annual written notice)**

√ AC-R-1                Harassment and Discrimination Investigation Procedures for Students  
42 U.S.C. § 2000e *et seq.*, 28 C.F.R. § 35.107, 34 C.F.R. §§ 104.7-104.8,

<sup>1</sup> This list references sample policies developed by the Colorado Association of School Boards. Policies developed by specific school boards may contain content or language different from the CASB sample policies noted. It is important to understand the policy content requirements and not assume that a locally developed policy with a particular policy code or title meets the requirements of law. In the alternative, a local school board may have met the need for a legally required policy using a policy title and code that is different than the CASB sample policies.

<sup>2</sup> In order to ensure compliance with the statutory requirement that the Board adopt a policy on a specific subject, the Board may wish to adopt the corresponding regulation as well as the policy. See, e.g., regulations in section J.

\*Code not found in the NEPN/NSBA policy classification system; code created by CASB to meet a Colorado-specific policy need.

34 C.F.R. § 106.8, 34 C.F.R. § 110.25, 45 C.F.R. § 86.8, C.R.S. § 22-1-143  
**(grievance procedure is required)**

- ✓ AC-R-2 Harassment and Discrimination Investigation Procedures for Employees, Applicants for Employment and Members of the Public  
42 U.S.C. § 2000e *et seq.*, 28 C.F.R. § 35.107, 34 C.F.R. §§ 104.7-104.8, 34 C.F.R. § 106.8, 34 C.F.R. § 110.25, 45 C.F.R. § 86.8, C.R.S. § 24-34-402 *et seq.* **(grievance procedure is required)**
- ✓ AC-R-3 Sexual Harassment Investigation Procedures – Regulation  
20 U.S.C. §§ 1681-1688, 34 C.F.R. § 106.8, 45 C.F.R. § 86.8 **(grievance procedure is required)**
- AC-E-1 Nondiscrimination/Equal Opportunity (Sample Notice) – Exhibit
- AC-E-2 Nondiscrimination/Equal Opportunity (Complaint Form) – Exhibit
- ✓ ACA Name Changes  
C.R.S. 22-1-145 **(must adopt policy on how a student can use a chosen name at school and during school activities)**
- ▼✓ AD School District Mission  
C.R.S. § 22-32-109.1 (1.5) **(mission must reflect safety for students and staff as a priority)**
- ▼✓ ADC Tobacco-Free Schools  
C.R.S. § 22-32-109(1)(bb) **(must adopt a policy that prohibits use of tobacco products)**, C.R.S. § 22-32-109.1(2)(a)(I)(H) **(policy required as part of safe schools plan)**, C.R.S. § 25-14-103.5(3)(a)(I) **(must adopt policy that prohibits tobacco use)**
- ▼✓ ADD Safe Schools  
C.R.S. § 22-32-109.1(2) **(must adopt a safe schools plan that includes specific components)**
- ✓ ADF School Wellness  
42 U.S.C. §§ 1751-1769j, 42 U.S.C. § 1758b, 7 C.F.R. § 210.31, 7 C.F.R. §§ 210.21-210.33, 7 C.F.R. §§ 220.1-220.22 **(must adopt school wellness policy if the district receives federal funding for child nutrition programs)**
- ▼✓ AED\* Accreditation  
C.R.S. § 22-11-307(1) **(must adopt policies for accreditation of district schools)**, C.R.S. § 22-32-109(1)(mm) **(board duty to adopt and implement policies for accreditation of district schools)**

- ▼√ BCB School Board Member Conflict of Interest  
2 C.F.R. § 200.318(c) **(must have written standards of conduct covering conflicts of interest concerning the selection, award and administration of contracts funded by federal funds)**, C.R.S. § 22-32-109(1)(y) **(must adopt bylaws on conflict of interest)**
- ▼√ BE School Board Meetings  
C.R.S. § 22-32-108(5)(c) **(policy must require recordings of regular and special board meetings to be retained for at least 90 days)**
- ▼√ BEAA\* Electronic Participation in School Board Meetings  
C.R.S. § 22-32-108(7)(a) **(must adopt policy allowing board members to attend and participate electronically in regular or special board meetings, if the board wishes to allow this practice)**
- √ DAC\* Federal Fiscal Compliance  
2 C.F.R. Part 200 **(must adopt policy to comply with federal Uniform Grant Guidance)**
- √ DIA\* Online Schools and Online Programs (Permissible Documentation)  
1 CCR § 301-71, Rules 3.02 and 8.01.1 **(must adopt policy tracking student enrollment, attendance and participation, if the district authorizes an online program or online school)**
- √ DJB\* Federal Procurement  
√ DJB\*-R Federal Procurement – Regulation  
2 C.F.R. §§ 200.318-200.326 **(must adopt procurement procedures that reflect requirements of the Uniform Grant Guidance, for purchases made-in whole or in part-with federal funds)**
- ▼√ DJE Bidding Procedures  
C.R.S. § 22-32-109(1)(b) **(must adopt competitive bidding procedures for purchase of goods and services, except professional services)**
- √ DKC Expense Authorization/Reimbursement (Mileage and Travel)  
2 C.F.R. § 200.474 **(must adopt travel reimbursement policy to comply with federal Uniform Grant Guidance)**
- ▼√ ECA/ECAB Security/Access to Buildings  
C.R.S. § 22-32-109.1(5) **(policy must require annual inspections to address hazards, vandalism and other barriers to safety and supervision)**

- ▼√ EEAEAA\* Drug and Alcohol Testing for Bus Drivers  
 √ EEAEAA\*-R Drug and Alcohol Testing for Bus Drivers – Regulation  
 49 U.S.C. § 5331(b), 49 C.F.R. § 382.601 **(must have policies and procedures that comply with federal law)**
- ▼√ EEAFB\* Use of School Vehicles by Community Groups  
 C.R.S. § 22-32-128 **(must adopt policy on reasonable use of school vehicles by persons over age 65)**
- √ EF-E-1 School Meal Payments – Exhibit  
 USDA Guidance SP 46-2016 **(there is no legal requirement that this exhibit be adopted by the Board nor be included in a Board’s policy manual; however, districts that participate in the National School Lunch or School Breakfast Program(s) are required by federal guidance to have a written policy regarding unpaid school meal charges)**
- √ EF-E-2 Civil Rights Complaint Procedure for School Nutrition Program – Exhibit  
 USDA Food and Nutrition Service (FNS) Instruction 113-1 **(there is no legal requirement that this exhibit be adopted by the Board nor be included in a Board’s policy manual; however, districts receiving federal funds for child nutrition programs are required by the USDA to have a written civil rights complaint procedure)**
- ▼√ EFEA\* Nutritious Food Choices  
 C.R.S. § 22-32-134.5 **(must adopt policy to restrict the sale of beverages to students to those that meet the state’s minimum nutritional standards)**
- √ EGAEA Electronic Communication  
 C.R.S. § 24-72-203(1)(b)(I) **(must adopt policy on retention, archiving and destruction of public electronic records)**, C.R.S. § 24-72-204.5 **(must adopt policy on monitoring e-mail)**
- √ EHC Safeguarding Personal Identifying Information  
 C.R.S. § 24-73-101(1) **(must adopt policy for the destruction or proper disposal of documents containing personal identifying information)**,  
 C.R.S. § 24-73-102(1) **(must adopt reasonable security procedures and practices to protect personal identifying information)**, C.R.S. § 24-73-103(3) **(must have notification of security breach procedures consistent with requirements of C.R.S. § 24-73-103(2)(k))**
- √ GBA Open Hiring/Equal Employment Opportunity  
 29 U.S.C. § 201 *et seq.*, 29 U.S.C. § 621 *et seq.*, 29 U.S.C. § 701 *et seq.*, 42 U.S.C. § 12101 *et seq.*, 42 U.S.C. § 2000d, 42 U.S.C. § 2000e, 2 U.S.C. §

2000ff *et seq.*, 42 U.S.C. §§ 6101-6107, C.R.S. § 22-32-109(1)(ll), C.R.S. § 22-32-110 (1)(k), C.R.S. § 22-61-101, C.R.S. §§ 24-34-301-308, C.R.S. § 24-34-402, C.R.S. § 24-34-402.3(3)(a) **(must adopt policy that commits to nondiscrimination and directs annual written notice)**

■√ GBAA

Sexual Harassment

42 U.S.C. § 2000e *et seq.* **(must adopt policy that commits to nondiscrimination and directs annual written notice)**

■√ GBEA

Staff Ethics/Conflict of Interest

2 C.F.R. § 200.318(c) **(must have written standards of conduct covering conflicts of interest concerning the selection, award and administration of contracts funded by federal funds)**

√ GBEB

Staff Conduct (And Responsibilities)

C.R.S. § 22-32-109(1)(ee) **(must adopt policy prohibiting personnel from recommending certain drugs for students or ordering behavior tests without parent permission)**

C.R.S. § 22-32-109.1(8) **(must adopt policy that requires screening of new and current employees for criminal activity)**

▼√ GBEB A

Staff Dress Code

C.R.S. § 22-32-109(1)(cc) **(must have dress code policy)**

▼√ GBEC

Alcohol and Drug-Free Workplace

41 U.S.C. § 8103, 34 C.F.R. §§ 84.205-84.215 **(must publish and distribute statement prohibiting controlled substances if the district receives federal funds)**, C.R.S. § 25-14-103.5 **(must adopt policies prohibiting use of retail marijuana on school property)**

√ GBEE\*

Staff Use of Technology

47 U.S.C. § 254(h), C.R.S. § 22-87-104(1) **(must adopt policy that includes blocking and filtering technology for all Internet computers)**

▼√ GBGB

Staff Personal Security and Safety

C.R.S. § 22-32-109.1(3) **(must adopt policy repeating wording in law regarding assault, conduct towards and false accusations of abuse directed at employees)**

√ GBI\*

Criminal History Record Information

P.L. 92-544, 28 § C.F.R. 20.33(b), 28 C.F.R. § 50.12(b) **(must adopt policy meeting FBI and CBI Criminal Justice Information Services requirements)**

- ▼√ GCE/GCF Professional Staff Recruiting/Hiring  
C.R.S. § 22-32-109.1(8) **(must adopt policy that requires screening of new and current employees for criminal activity)**
- ▼√ GCKAA\* Teacher Displacement  
C.R.S. § 22-63-202(2)(c.5)(III)(B) **(requirement to develop policies for board adoption addressing displacement and mutual consent provisions)**
- √ GCO Evaluation of Licensed Personnel  
C.R.S. § 22-9-106(1), C.R.S. §22-9-103 **(must adopt written system for evaluation of all licensed staff)**
- ▼√ GCQA Instructional Staff Reduction in Force  
C.R.S. § 22-63-202(3) **(must include in board policy, or a contract between the board and employees, the manner in which employment contracts will be cancelled when there is a justifiable decrease in the number of teaching positions)**
- ▼√ GDE/GDF Support Staff Recruiting/Hiring  
C.R.S. § 22-32-109.1(8) **(must adopt policy that requires screening of new and current employees for criminal activity)**
- √ IHAM-R Health and Family Life/Sex Education (Exemption Procedure) – Regulation  
C.R.S. § 22-25-106(4)(b), C.R.S. § 22-25-110(2)(b) **(if the district has comprehensive health program, program must include notice and exemption procedure)**
- √ IHBD Equivalence of Services (Title I)  
20 U.S.C. § 6321(c) **(must adopt policy in compliance with federal law, if the district receives Title I funds and has more than one building for each grade span)**
- ▼√ IHBK\*  
(formerly IHA) Preparation for Postsecondary and Workforce Success  
C.R.S. § 22-32-109(1)(ff) **(must adopt policy to notify parents of courses that satisfy higher education admission guidelines)**, C.R.S. § 22-32-109(1)(oo)(I) **(board duty to adopt policy requiring individual career and academic planning for students beginning in no later than ninth grade)**
- √ IHBK\*-R  
(formerly IHA-R) Preparation for Postsecondary and Workforce Success (Implementation Plan for Student Individual Career and Academic Plans) – Regulation  
1 CCR § 301-81 Rules 2.02 and 2.03 **(ICAP implementation plan must include policies and procedures)**

- ▼√ IKA      Grading/Assessment Systems  
C.R.S. § 22-11-504(3), C.R.S. § 22-7-1006.3(8)(a) **(must adopt policy to ensure appropriate school personnel explain a student's state assessment results and growth information to each student's parent/guardian), C.R.S. § 22-7-1013(6) (must adopt policy regarding the use of pencil and paper on state assessments), C.R.S. § 22-7-1013(8) (must adopt policy to allow parents to excuse their children from participation in state assessments)**
- ▼√ IKA-R      Grading/Assessment Systems (Exemption Procedure and Information to Parents/Guardians) – Regulation  
C.R.S. § 22-7-1013(7) **(must adopt procedure concerning distribution of assessment calendar to parents/guardians), C.R.S. § 22-7-1013(8) (must adopt procedure to allow parents to excuse their children from participation in state assessments)**
- ▼√ IKF      Graduation Requirements  
C.R.S. § 22-32-109(1)(kk) **(board must adopt graduation requirements that meet or exceed state graduation guidelines)**
- √ IKF-E      Graduation Requirements – Exhibit  
C.R.S. § 22-32-109(1)(kk)(II) **(board must adopt graduation requirements that demonstrate English and Math readiness in accordance with the state graduation guidelines)**
- √ ILBC      Early Literacy and Reading Comprehension (Colorado READ Act)  
C.R.S. § 22-7-1202(2) **(must adopt policy regarding the decision to retain a student based upon the student's significant reading deficiency)**
- √ ILBC-R      Early Literacy and Reading Comprehension (Procedures to Implement the Colorado READ Act) – Regulation  
C.R.S. § 22-7-1208(1) **(must adopt procedures to implement the Colorado READ Act)**
- ▼√ IMDB      Flag Displays  
C.R.S. § 22-32-109(1)(ii) **(must adopt policy regarding the right of students and district employees to reasonably display the flag of the United States)**
- √ JB      Equal Educational Opportunities  
20 U.S.C. § 1701-1758, 20 U.S.C. § 1681, 29 U.S.C. § 701 *et seq.*, 42 U.S.C. § 2000d, C.R.S. § 22-32-109(1)(ll) **(must adopt policy that commits to nondiscrimination and directs annual written notice)**

■√ JBB*	Sexual Harassment 20 U.S.C. § 1681 <i>et seq.</i> <b>(must adopt policy that commits to nondiscrimination and directs annual written notice)</b>
▼√ JF	Admission and Denial of Admission C.R.S. § 22-32-109(1)(II) <b>(must adopt policy stating that enrollment is open to children who reside in the state and enrollment decisions shall be made in a nondiscriminatory manner)</b>
■√ JFABD	Homeless Students 42 U.S.C. § 11432(g)(1)(I) <b>(must adopt policies to remove barriers to the identification, enrollment and retention of homeless students in school)</b> , 42 U.S.C. § 11432(g)(1)(J)(i)-(iv) <b>(must adopt policies to ensure participation of homeless student liaison in professional development and other technical assistance activities)</b> , 42 U.S.C. § 11432(g)(7)(A)-(B), C.R.S. § 22-32-109(1)(dd) <b>(must adopt and revise policies to remove barriers for homeless children)</b>
– JFABE*	Students in Foster Care
√ JFABE*-R	Students in Foster Care – Regulation 20 U.S.C. § 6312(c)(5)(B) <b>(must adopt procedures governing the transportation of students in foster care)</b>
■√ JFBA	Intra-District Choice/Open Enrollment
√ JFBA-R	Intra-District Choice/Open Enrollment – Regulation C.R.S. § 22-32-109(1)(II), C.R.S. § 22-36-101(2)(a) <b>(if the district has more than one building at any grade level must adopt policies and procedures to implement choice provisions)</b>
■√ JFBB	Inter-District Choice/Open Enrollment
√ JFBB-R	Inter-District Choice/Open Enrollment – Regulation C.R.S. § 22-32-109(1)(II), C.R.S. § 22-36-101(2)(a) <b>(must adopt policies and procedures to implement choice provisions)</b>
√ JFC	Student Withdrawal from School/Dropouts
√ JFC-R	Student Withdrawal from School/Dropouts – Regulation C.R.S. § 22-14-108 <b>(must adopt policies and procedures requiring written notice to parents/guardians of student’s dropout status)</b>
▼√ JH	Student Absences and Excuses
▼√ JHB	Truancy C.R.S. § 22-33-104(4), C.R.S. § 22-33-107(3)(b) <b>(must adopt policy setting forth attendance requirements and addressing children who are habitual truants)</b>



▼✓ JIC	* Student Conduct C.R.S. § 22-32-109.1(2)(a) <b>(must adopt written conduct and discipline code that contains specific components)</b>
▼✓ JICA	* Student Dress Code C.R.S. § 22-32-109.1(2)(a)(I)(J) <b>(must adopt dress code policy that prohibits disruptive clothing)</b>
▼✓ JICDA	* Code of Conduct C.R.S. § 22-32-109.1(2)(a)(I)(A) <b>(must adopt policies on student conduct)</b>
▼✓ JICDE*	* Bullying Prevention and Education C.R.S. § 22-32-109.1(2)(a)(I)(K) <b>(must adopt specific policy on bullying prevention and education)</b>
▼✓ JICEA	School-Related Student Publications
▼✓ JICEA-R	School-Related Student Publications (School Publications Code) – Regulation C.R.S. § 22-1-120(4) <b>(must adopt written publications code consistent with state law)</b>
▼✓ JICF	* Secret Societies/Gang Activity C.R.S. § 22-32-109.1(2)(a)(I)(F) <b>(must adopt specific policy on gang activity)</b>
▼✓ JICH	* Drug and Alcohol Involvement by Students C.R.S. § 22-32-109.1(2)(a)(I)(G) <b>(must include written prohibition in conduct code regarding drug and alcohol use)</b> C.R.S. § 25-14-103.5 <b>(must adopt policies prohibiting use of retail marijuana on school property)</b>
▼✓ JICI	* Weapons in School 20 U.S.C. § 7961 <b>(in order to receive federal funds, must have policy that requires expulsion for certain weapons violations and requires referral to law enforcement)</b> , C.R.S. § 22-32-109.1(2)(a)(I)(G) <b>(must include written prohibition in conduct code regarding weapons)</b> , C.R.S. § 22-33-106(1)(f) <b>(must adopt policy regarding firearm facsimiles)</b>
▼✓ JIH	* Student Interviews, Interrogations, Searches and Arrests C.R.S. § 22-32-109.1(2)(a)(I)(I) <b>(must adopt policy on searches, including locker searches)</b>
✓ JJJ	Extracurricular Activity Eligibility

CHSAA bylaws 5150 & 5160 (if the district has more than one high school, must adopt a policy for placing students competing in high school activities, including students without a specific program and homeschooled students)

- ▼√ JK \* Student Discipline
- ▼√ JK-R \* Student Discipline – Regulation  
C.R.S. § 22-32-109.1(2)(a) **(must adopt written conduct and discipline code that contains specific components)**
  
- ▼√ JK\*-2 \* Discipline of Students with Disabilities  
C.R.S. § 22-32-109.1(2)(a) **(must adopt written conduct and discipline code that contains specific components, but discipline of special education students can be part of a more general student discipline policy)**
  
- ▼√ JKA \* Use of Physical Intervention and Restraint
- ▼√ JKA-R \* Use of Physical Intervention and Restraint – Regulation  
C.R.S. § 22-32-109.1(2)(a)(I)(D) **(must adopt policy and procedures for the use of reasonable and appropriate physical intervention)**
  
- ▼√ JKBA\* \* Disciplinary Removal from Classroom
- ▼√ JKBA\*-R \* Disciplinary Removal from Classroom – Regulation  
C.R.S. § 22-32-109.1(2)(a)(I)(B) **(must adopt general policy and procedures for dealing with students who cause a disruption, including a specific policy allowing removal from class consistent with state law)**
  
- ▼√ JKD/JKE \* Suspension/Expulsion of Students (and Other Disciplinary Interventions)
- ▼√ JKD/JKE-R \* Suspension/Expulsion of Students (Hearing Procedures) – Regulation  
C.R.S. § 22-32-109.1(2)(a)(I)(E) **(must adopt general policies and procedures regarding disciplinary actions)**
  
- √ JKG\* Expulsion Prevention  
C.R.S. § 22-33-202 **(must adopt policy to identify at-risk students)**
  
- ▼√ JLCD Administering Medications to Students  
C.R.S. § 22-1-119.3 **(must adopt and implement a policy whereby a student may possess and self-administer on school grounds, upon a school bus, or at any school-sponsored event any medication that is prescribed by a licensed health care practitioner)**
  
- JLCD-R Administering Medications to Students – Regulation  
C.R.S. § 22-1-119.3 **(there is no specific legal requirement that the Board adopt this regulation; however, districts are required by law to adopt and implement a policy whereby a student may possess and self-administer**

**any prescribed medication and this regulation accompanied by sample policy JLCD and sample exhibit JLCD-E meet the content/language intent and requirements)**

- JLCD-E      Administering Medications to Students – Exhibit  
C.R.S. § 22-1-119.3 **(there is no specific legal requirement that this exhibit be included in a Board’s policy manual; however, districts are required by law to adopt and implement a policy whereby a student may possess and self-administer any prescribed medication and this exhibit accompanied by sample policy JLCD and sample regulation JLCD-R meet the content/language intent and requirements)**
  
- ▼√ JLCDB\*      Administration of Medical Marijuana to Qualified Students  
C.R.S. § 22-1-119.3 **(must adopt a policy allowing primary caregivers and authorizing designated volunteer school personnel to administer medical marijuana to a qualified student)**
  
- JLCDB-E\*  
(Option 1)      Administration of Medical Marijuana to Qualified Students – Exhibit  
C.R.S. § 22-1-119.3 **(there is no specific legal requirement that this exhibit be included in a Board’s policy manual; however, districts are required by law to adopt a policy allowing primary caregivers and authorizing designated volunteer school personnel to administer medical marijuana to a qualified student and this exhibit accompanied by sample policy JLCDB\* meet the content/language intent and requirements)**
  
- JLCDB-E\*  
(Option 2)      Administration of Medical Marijuana to Qualified Students – Exhibit  
C.R.S. § 22-1-119.3 **(there is no specific legal requirement that this exhibit be included in a Board’s policy manual; however, districts are required by law to adopt a policy allowing primary caregivers and authorizing designated volunteer school personnel to administer medical marijuana to a qualified student and this exhibit accompanied by sample policy JLCDB\* meet the content/language intent and requirements)**
  
- ▼√ JLCDC\*      Medically Necessary Treatment in School Setting **(must adopt a policy that addresses how a student who has an order or recommendation from a qualified health-care provider for medically necessary treatment receives such treatment in the school setting as required by state and federal law)**
  
- JLCDC\*-R      Authorizing Private Health-Care Specialists to Provide Medically Necessary Treatment in School Setting – Regulation **(there is no specific legal requirement that this regulation be included in a Board’s policy manual; however, districts are required by law to adopt a policy that addresses how a student who has an order or recommendation from a qualified health-care provider for medically necessary treatment receives such treatment in the school setting as required by state and federal law, and**

**this regulation accompanied by sample policy JLCDC\* meet the content/language intent and requirements)**

- ▼√ JLCDA\* Students with Food Allergies  
C.R.S. § 22-32-139 **(must adopt policy for the management of food allergies and anaphylaxis among students)**
- ▼√ JLDAC Screening/Testing of Students (And Treatment of Mental Disorders)  
20 U.S.C. § 1232h **(must adopt policy that addresses specific areas outlined in statute, including student privacy, parental access to information and administration of physical exams)**, C.R.S. § 22-32-109(1)(ee) **(must adopt policy prohibiting personnel from recommending certain drugs for students or ordering behavior tests without parent permission)**, C.R.S. § 22-32-109.2 **(must adopt policy concerning the screening and treatment of emotional/mental disorders or disabilities)**
- JLDAC-E Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA) – Exhibit **(there is no specific legal requirement that this exhibit be included in a Board’s policy manual; however, districts are required by law to provide notification on this subject and this exhibit reflects the specific legal requirements)**
- ▼√ JLJ\* Physical Activity  
C.R.S. § 22-32-136.5(3)(a) **(must adopt physical activity policy – law requires elementary students be given opportunity to engage in specified amounts of physical activity)**
- √ JRA/JRC Student Records/Release of Information on Students  
20 U.S.C. § 1232g(a)(1)(A) **(may not have policy that denies parents certain rights regarding student records)**, C.R.S. § 22-32-109(1)(ff) **(must adopt policy to disclose eighth grade students’ names and mailing addresses to the Colorado Commission on Higher Education)**
- √ JRA/JRC-R Student Records/Release of Information on Students (Review, Amendment and Hearing Procedures) – Regulation  
20 U.S.C § 1232g(a)(1)(A) **(must have procedure that allows parents to inspect and review student records)**, C.R.S. § 22-32-126(5)(b) **(must adopt procedures regarding disclosure of student discipline information)**
- JRA/JRC-E-1 Student Records/Release of Information on Students (Notification to Parents and Students of Rights Concerning Student Education Records) – Exhibit **(there is no specific legal requirement that this exhibit be included in a Board’s policy manual; however, districts are required by law to provide notification on this subject and this exhibit accompanied by sample policy JRA/JRC and regulation JRA/JRC-R meet the notification requirement)**

- √ JRCA\*      Sharing of Student Records/Information between School District and State Agencies  
C.R.S. § 22-32-109.1(6) **(must adopt policies consistent with state and federal law related to sharing student information for safety purposes)**
  
- ▼√ JRCB\*      Privacy and Protection of Confidential Student Information
  
- ▼√ JRCB\*-R      Privacy and Protection of Confidential Student Information (Hearing and Complaint Procedures) – Regulation  
C.R.S. § 22-16-107(2)(a) **(must adopt policy regarding material breach of contract hearings involving a school service contract provider’s misuse or unauthorized release of student personally identifiable information),**  
C.R.S. § 22-16-107(4)(a) **(must adopt a “student information privacy and protection policy” that addresses the “issues specified in C.R.S. §22-16-106(1)”)**, C.R.S. § 22-16-112(2)(a) **(must adopt policy for hearing parent complaints regarding the district’s compliance with the Student Data Transparency and Security Act, C.R.S. § 22-16-101 *et seq.*)**
  
- ▼√ JS\*      Student Use of Technology  
47 U.S.C. §254(h)(5)(B)-(C), 254(I), 20 U.S.C. § 6777(a), 47 C.F.R. § 54.520(c)(1)(i), **(must adopt policy that includes blocking and filtering technology for each district-provided technology device that allows for Internet access by a minor; policy must also include a means of monitoring students’ online activities and student education about appropriate online behavior),** C.R.S. § 22-87-104(1) **(must adopt policy of Internet safety for minors)**
  
- ▼√ KB      Parent Engagement in Education  
C.R.S. § 22-32-142(1)(a) & (c) **(must adopt parent engagement policy and identify a district employee to act as point of contact for parent engagement training and resources),** C.R.S. § 22-32-142 (1)(d) **(exempts small rural school districts that enroll fewer than 1,000 students from requirements of (1)(a) & (c))**
  
- √ KBA      District Title I Parent Involvement  
20 U.S.C. § 6318 **(if the district receives any Title I funding the district policy must address the specifics contained in KBA)**
  
- KBA-E      School-Level Title I Parent Involvement – Exhibit  
20 U.S.C. § 6318 **(there is no specific legal requirement that this exhibit be included in a Board’s policy manual; however, it serves as a reminder that every Title I school is required by law to develop a school-level parent involvement policy as described in this exhibit)**

√ KDB	Public's Right to Know/Freedom of Information C.R.S. § 24-72-205(6)(a) <b>(must adopt policy regarding the fee for research and retrieval of public records, if the district imposes such a fee)</b>
√ KDBA*	Parent Notification of Employee Criminal Charges C.R.S. § 22-1-130(4)(g) <b>(must adopt policy to comply with parent notification requirements when school is not in session)</b>
▼√ KDE	Crisis Management (Safety, Readiness and Incident Management Planning) C.R.S. § 22-32-109.1(4) <b>(must establish school response framework that meets requirements of sub-paragraphs (4)(a-o))</b>
▼√ KFA	Public Conduct on District Property C.R.S. § 25-14-103.5 <b>(must adopt policies prohibiting tobacco and retail marijuana use on school property)</b>
▼√ KI	Visitors to Schools C.R.S. § 22-32-109.1(7) <b>(must adopt policy that allows access to observe classes, activities and functions)</b>
– LBD*	Relations with District Charter Schools
■√ LBD*-R	Relations with District Charter Schools (Procedures for Establishment, Review, Renewal, Revocation and Closure) – Regulation C.R.S. § 22-30.5-110(1.3) <b>(must adopt procedures and timelines for the charter renewal process)</b> , C.R.S. § 22-30.5-110(6) <b>(must adopt procedures for closing a charter)</b>

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## **HIGHLY RECOMMENDED POLICIES**

The following policies (and any accompanying regulations) are highly recommended because they comprise the Board's bylaws:

BBBA	Board Member Qualifications
BCB	School Board Member Conflict of Interest <i>(also on the legally required list)</i>
BDA	Board Organizational Meeting
BDB	School Board Officers
BDF	Advisory Committees
BE	School Board Meetings <i>(also on legally required list)</i>
BEAA*	Electronic Participation in School Board Meetings <i>(also on the legally required list)</i>
BEC	Executive Sessions
BEDA	Notification of School Board Meetings
BEDB	Agenda
BEDD	Rules of Order

BEDF	Voting Method
BEDG	Minutes
BEDH	Public Participation at School Board Meetings
BG	School Board Policy Process

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The following policies (and any accompanying regulations) may be highly recommended, based on the district's circumstances, to protect the district from legal liability, give adequate notice of rights and responsibilities to employees and students and/or provide certain assurances to the Colorado Department of Education or other regulatory agencies. The Board should consult with its own attorney to make this determination.

■ ADE	Innovation in Education
AEA	Standards Based Education
■ DB	Annual Budget
■ DBD	Determination of Budget Priorities
■ DI	Fiscal Accounting
■ DIE	Annual Audit
■ DJ/DJA	Purchasing/Purchasing Authority
EBAB	Hazardous Materials
EBBA	Prevention of Disease/Infection Transmission
EBBB	Accident Reports
ECAF	Use of Video and Audio Monitoring
EEAEF*	Video Cameras on Transportation Vehicles
EEAG	Student Transportation in Private Vehicles
EEBA	School Transportation Vehicles (Use of Safety Belts)
EGAD	Copyright Compliance
GBAB*	Workplace Health and Safety Protection
GBEB-R	Staff Conduct (And Responsibilities) – Regulation
GBGAB*	First Aid Training
GBGF	Federally-Mandated Family and Medical Leave
GBGI	Staff Military Leave
GBGK	Staff Legal Leave
■ GCQF	Discipline, Suspension and Dismissal of Professional Staff

*[NOTE: Care should be taken to ensure that any policies in the GD section preserve the at-will status of classified employees.]*

GDA	Support Staff Positions
GDBC	Support Staff Supplementary Pay/Overtime
GDG	Part-Time and Substitute Support Staff Employment
GDQB	Resignation of Support Staff

GDQD	Discipline, Suspension and Dismissal of Support Staff
IMB	Teaching about Controversial Issues and Use of Controversial Materials
▼ JICC	Student Conduct in School Vehicles
■ JICEC*	Student Distribution of Noncurricular Materials
▼ JIHB	Parking Lot Searches ( <i>if students park at school</i> )
■ JJA-1 or JJA-2	Student Organizations (Limited Forum or Open Forum)
JLCB	Immunization of Students
■ JQ	Students Fees, Fines and Charges
▼ JS*	Student Use of Technology ( <i>also on the legally required list</i> )
KBBA	Custodial and Noncustodial Parent Rights and Responsibilities
■ KE	Public Concerns and Complaints
■ KEC	Public Concerns/Complaints about Instructional Resources
■ KF	Community Use of School Facilities
■ KHC	Distribution/Posting of Noncurricular Materials
KLMA	Relations with Military Recruiters, Postsecondary Institutions and Prospective Employers

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*This resource is for informational purposes only and does not constitute legal advice.  
Specific questions should be referred to the school district's legal counsel.*

COLORADO ASSOCIATION OF SCHOOL BOARDS  
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